

1 November 1997

Operations Flight Chief/NCOs

* Indicates changes

1. This Command Job Qualifications Standard (CJQS) pertains to SDI 8R000 Air Force Recruiter personnel. Tasks listed in Column 1 of the attachments are the most common tasks, knowledge, and technical references necessary for noncommissioned officers to perform their duties. This CJQS will remain in effect until superseded or rescinded, regardless of the date of the STS. Tasks are functionally grouped by subject to aid in the training process.

2. This position requires task certification only. Upon reaching the competent level in a task, the task certifier will document the date and his/her initials directly below the date. * Periodic evaluations are not required for task certification **but must be conducted if trainee is failing to progress satisfactorily**. Task certification will not last more than twelve months. Training will be given to the trainee on all tasks in the CJQS by providing: an overview, technical discussion, task demonstration, and finally trainee performance. Ultimately the trainee must be able to perform a given task without assistance. Feedback and thorough evaluation are essential elements that must be included in each training session.

3 Supervisors and trainees are responsible for the accuracy of this JQS. The completion of the JQS form will be accomplished in the following manner. The training start date will be the date the trainee is assigned to station and will be annotated at the top of each page of e JQS. Each time the primary trainer provides training on any task, annotate the date in the first available block next to the task and have trainee initial in the block provided underneath. Repeat this each time you train, until they perform the task(s) at the satisfactory level. When the satisfactory level is reached, annotate the date on the far right of the task and the primary trainer's initials directly below the date.

4. Training from the primary trainer will be documented directly on the JQS. Use AF Form 623a if the trainee is failing to progress or receives an unsatisfactory evaluation. All training on unsatisfactory tasks will be documented on AF Form 623a until the desired competency level is reached. Training from other than primary trainer (squadron trainer, marketing, etc.) will be documented on the AF Form 623a and documented on the AF Form 1098 (i.e., MEPS, Admin., etc.). Supervisors are responsible for the training of the recruiters under their supervision.

Primary Trainer's Initials and date

_____	_____	_____	_____
_____	_____	_____	_____

Supersedes CJQS 8R000-007, 1 June 1997
OPR: HQ AFRS/RSOT

Approved by: Lt Col C. P. Gallagher
Distribution: F (Recruiting)

TRAINING START DATE:	ATTACHMENT 6 OPERATIONS NCO/SUPERVISOR JOB QUALIFICATION STANDARD (JQS)					
TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	DATES & TRAINEE'S INITIALS WHEN DEMONSTRATION/PERFORMANCE TRAINING IS ADMINISTERED NOTE: DATE IN UPPER BLOCK AND INITIAL IN LOWER BLOCK					COMPLETION DATE AND T/C INITIALS
SR: (AETCI 36-2002)						
1. PROMIS TERMINAL OPERATIONS						
(1) Demonstrates ability to obtain all reports available in APDS-PROMIS.						
(2) Understand how to extract and provide a projected date of enlistment (DOE) report to each Flight Chief, monthly.						
(3) Understands how to retrieve daily reports (including MEPS in-house) and distribute them to appropriate personnel and/or agencies.						
(4) Understand how to build a APDS-PROMIS record on an Officer applicant using AETC Fm 1322, after reviewing it for completeness.						
(5) Understand APDS-PROMIS message system pertaining to HQ AFRS and Group messages, explain screens and documentation files.						
(a) Understands how to file all messages and distribute copies to appropriate personnel and/or agencies.						
(b) Understands how to purge outdated messages from APDS-PROMIS.						
(c) Understands how to use management action reports from APDS-PROMIS.						
2. MEPS TRACKING PROCEDURES						
(1) Demonstrates how to track and where to extract the following products:						

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(a) MEPS processors and "fallout."						
(b) Preventable losses.						
(c) Cancellations by squadron, flight, and recruiter.						
(d) Shuffles by squadron, flight, and recruiter						
(e) DEP eligible not in DEP applicants						
(f) Qualified and waiting applicants						
(g.) Production ASVAB testing from MEPS, by flight.						
3. PRODUCTION TRACKING PROCEDURES						
(1) Demonstrates how to track and where to extract the following products:						
(a) NPS net reservation production by squadron, flight, and recruiter.						

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(b) NPS extended active duty enlistments (actual and projected)						
(c) Prior service production						
4. OFFICER PROGRAMS TRACKING						
(1) Understands how to use the ROTC Applicant Tracking System (RTS).						
(2) Demonstrates how to track RTS by squadron, flight and recruiter.						
(3) Ensures goal reported by flight in RTS equals that allocated to the squadron (including minority goals).						
(4) Understands how to import RTS data weekly and exports data to higher headquarters.						
(5) Understand how to import ROTC eligibility and scholarship updates weekly and exports this information to the flights.						
(6) Understands how to track Officer's Training School (OTS) production.						
(7) Understands how to track medical programs production.						

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(8) Understands how to track production for any special emphasis competition system.						
5. SQUADRON COMPETITION SYSTEM						
(1) Can prepare monthly, quarterly, and annual competition reports.						
(2) Can publish NPS flight/recruiter, and specialized team/recruiter standings on a timely basis to ensure maximum visibility of competition system.						
(3) Understands squadron incentive awards programs.						
6. SQUADRON GOAL ALLOCATION SYSTEM						
(1) Understands the squadron's goal allocation regulation.						
(2) Can compute goal to the flights using the squadron regulation.						
(3) Understands what percentage of the market must be validated by squadron operations IAW AETCI 36-2002.						

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(4) Ensures that Flight Chiefs receive a copy of the goal letter to include the worksheet.						
7. DEP DISCHARGES						
(1) Demonstrates how to extract the appropriate documents from the case file.						
(2) Prepare DEP discharge requests.						
(3) Ensures DEP discharge orders are accurately prepared by squadron RSRA.						
(4) Demonstrates how to breakdown DEP discharge orders and related documentation appropriately and make distribution.						
8. RECRUITER IDENTIFICATION CODE(RIC)						
(1) Can request RICs for newly assigned personnel.						
(2) Can request RIC changes and cancellations on a timely basis.						

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(3) Maintains a current RIC roster.						
(4) Requests any RIC changes to applicant's record in PROMIS IAW AETCI 36-2002, Para.1.12						
9. WAIVERS						
(1) Accomplishes initial quality control and evaluations on all waivers						
(2) Maintains waiver log by flight and specialized team.						
(3) Ensures waivers are tracked from submission to approval/disapproval.						
(4) Tracks waivers to see if approved waivers result in enlistment.						
10. PRIOR SERVICE PROGRAM						
(1) Maintains prior service required skills list and publishes to the field (if applicable)						

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(2) Maintains a DMDC log (by flight if required), and demonstrates how to request DMDC checks.						
11. SQUADRON STUDENT ASVAB PROGRAM						
(1) Demonstrates how to track by flight and squadron AF responsible schools for scheduling purposes.						
(2) Understands when "open season" occurs for scheduling purposes.						
12. SUSPENSE SYSTEM						
(1) Establishes and can maintain a suspense system for all RSOP reports and required actions.						
(2) Demonstrates how to extract MEPS suspense lists and check for overdue suspenses.						
(3) Understands how to coordinate late suspenses with squadron operations supervisor/officer for appropriate action.						

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13. AWARDS PROGRAMS (AETCI 36-2804)						
(1) Demonstrates how to monitor Flight Chief, recruiter silver badge eligibility and tracks standings.						
(2) Demonstrates how to monitor recruiter Olympiad eligibility and track standings						
(3) Demonstrates how to monitor HQ AFRS, Group, and Squadron special incentive award programs.						
14. COMPUTERS						
(1) Demonstrates how to prepare goal distribution products using word processing and/or spreadsheet functions.						
(2) Demonstrates how to prepare production and MEPS tracking products using word processing and/or spreadsheet functions.						
(3) Demonstrates how to prepare flow & trend products using spreadsheet or other computer driven functions.						
(4) Demonstrates how to prepare analysis products using word processing functions.						

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15. LEAD MANAGEMENT						
(1) Demonstrates how to load, merge, sort, extract, and purge lead databases as appropriate for national, local, and ROTC leads.						
(2) Provides the most immediate distribution of new leads to the field.						
(3) Monitors leads for appropriate refinement and close out actions.						
(4) Receives closed out leads from flight and program managers, monthly, and updates the master lead database.						
16. OFFICE ADMINISTRATION						
(1) Demonstrates a knowledge of program criteria and how to qualify an applicant IAW AETCI 36-2002 and other prescribed directives.						
(2) Demonstrates how to coordinate courtesy enlistments.						
(3) Prepares daily recruiter activity reports (DRAR).						
(4) Understand procedures for preparing, receiving, and sending electronic mail.						

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17. OPERATIONS SUPERVISOR A. Analysis:						
(1) Monitors and/or provides written analysis on flow data to squadron management identifying positive and negative trends and what corrective action should be initiated IAW AETCI 36-2002.						
(2) Monitors and/or provides a written lead analysis to squadron management and field supervisors depicting positive and negative trends with recommended corrective actions.						
(3) Accomplishes analysis on waiver program for all NPS flight and specialty teams to determine training deficiencies and effectiveness.						
(4) Accomplishes analysis on the prior service program to squadron management reflecting leads, DMDC qualified, MEPS testing, reservations, cancellations and enlistments (if applicable).						
(5) Analyzes data feedback (BMT and TT discharges, honor grads, etc.) and provides and provides analysis depicting positive and negative trends to squadron management.						
(6) Monitors production and/or provides written analysis on ROTC programs based on flow data to squadron management.						
(7) Accomplishes analysis on ASVAB program to provide status of the program to SQ management.						
B. Goal Allocation:						
(1) Monitors goal allocation from flight and specialized program managers to recruiters to ensure goals are fair and equitable and based on current Ols.						
(2) Understands goal allocation procedures used by group and AFRS.						

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C. Management Responsibilities:						
(1) Monitors current RIC code roster to ensure correctness.						
(2) Provides AFRS prior service products to the field as lead lists (if applicable).						
(3) Understands alternate TCO duties and MEPS unique testing policies.						
(4) Ensures leads are provided to flight, program managers and recruiters with a sense of urgency.						
5) Assists in the development of the squadron competition system to enhance production by program, as required by HQ AFRS, to mirror the competition requirements of group and HQ AFRS.						
(6) Ensures clear and concise regulations concerning goal and competition for all programs are published and distributed.						
(7) Monitors squadron suspense system to ensure timely completion of actions.						
(8) Understands MEPCOM organizational structure procedures.						
(9) Demonstrates the ability to plan, organize, direct and control all resources.						
(10) Maintains an effective safety program.						

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(11) Demonstrates how to motivate and hold accountable personnel under his/her supervision						
(12) Understands the purpose/principle of counseling sessions.						
(13) Understands the reason/procedures for AETC Fm 1321 and AETC Fm 1374 relief actions.						
D. Training:						
(1) Demonstrates how to conduct task certification training, and document when necessary.						

